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## NOVEMBER BOARD MEETING MINUTES

The regular meeting was called to order at 7:02pm on Thursday, November 21st, 2024.

### DIRECTORS PRESENT

Shannon Brines, Chair  
Matt Nolan, Vice-Chair  
Hannah Weber, Treasurer  
Maegen Gabriel, Secretary

### DIRECTORS ABSENT

Tom Shanahan, Board  
Director

### OTHERS PRESENT

Deborah Shad, Finance Administrator (virtual)  
Summer Roberts, Executive Director  
Molly Eassa, Executive Assistant (virtual)  
Patricia Denig, HR Committee Member and prospective director (virtual)  
Brandon Henes, prospective director  
Solomon Andrews, NRCS  
Sarah McKinnon, Values Retreat Facilitator from Fishfly  
Sarah Brams, Guest from York Township Environmental Committee  
Kristen Sutter, Conservation Technician, NRCS

### ADDITIONS TO AGENDA

None.

### MEETING MINUTES

Motion to approve October regular meeting minutes, 5 yays, no nays, no further discussion. Motion passes.

### COMMITTEE REPORTS

#### **Finance Committee:**

- Brief meeting on Friday
- Sara Farley- new finance committee member
- Final amendment to last year's budget
- Potential federal grant funding and management
  - Sensitivity analysis in case we lose funding.

**HR Committee:**

- Holiday leave for part time employees
- Conservation flextime for part time employees
- Sick leave definition
- Overtime rule policy
- MERS
  - Discussion, no decisions yet

**FINANCIAL REPORTS**

Total Assets	\$762,147.11
Total Liabilities & Equity	\$762,147.11
Total Monthly Income	\$63,468.40
Total Monthly Expense	\$148,824.25
Total Other Income	\$2,270.39
Total Monthly Net Income	- \$83,085.44

**Discussion**

- New fiscal year
- Most of our costs come in at the beginning of the year due to subscriptions, dues, rent, etc.
  - This is why we have a negative gross income.
  - Consistent with last year
  - Millage income does not come in until after December; Grant funding does not come in until January.

**APPROVAL OF BILLS**

Gabriel moves to approve paying bills, Nolan seconds. 5 yays, no nays, no further discussion. Motion passes.

**FARMLAND AGREEMENTS & CONSERVATION PLANS**

No Conservation Plans.

**Correspondence:**

PA116

- 65 acres in Freedom Twp.

Nolan moves to approve farmland agreements, Weber seconds. 5 yays, no nays, no further discussion. Motion passes.

**STAFF & PARTNER REPORTS****WCCD Executive Director, Summer Roberts**

- Cost-Share GLRI grant with EGLE: moving forward, but no contract yet.
- Meeting with HR committee
- Planning for values retreat

**WCCD Resource Coordinator, Doug Reith**

WCCD Conservation Technician, Matt DeJonge

WCCD MAEAP Technician, Nick Machinski

Kristen Sutter, Conservation Technician, NRCS:

- Received clearance and LincPass for NRCS work.
- Onboarding at NRCS on Dec 3rd

WCCD Outreach Coordinator, Dru Mark-Wilson

MCSFP Specialist, Megan Phillips Goldenberg

MiFarmLink Specialist, Jill Dohner

MDARD Regional Coordinator, Nadene Berthiaume

NRCS District Conservationist - Solomon Andrews

- Field office expenditure
  - \$3,382,000
  - 8 ACEP contracts, \$1.9 million
  - 10 contracts for Washtenaw County
  - 4 CSP contracts
  - \$2,000,000 in Washtenaw
- Doing well and in good shape
- Budget will change depending on upcoming Farm Bill.
- Cooperative agreements discussion TBD - Summer and Solomon
- Solomon Andrews left at 7:55pm

## **OLD BUSINESS**

1. Values Retreat Debrief:
  - a. Completed the research and have rough notes, need to write a first-draft and continue iterating and wordsmithing
  - b. Activities were valuable and great for team building
  - c. Discussion on how to operationalize our values
  - d. Reflected common themes of community, humanism, collectivism, stewardship, inclusivity
  - e. Timeline: board committee/staff committee for values finalizing- consolidate values summary
    - i. Not an urgent timeline
    - ii. Post-annual celebration
    - iii. Staff involvement: on a volunteer basis
  - f. Sarah McKinnon left at 7:18pm.
2. MACD State Council and Fall Conference
  - a. Kristen Sutter, Megan Phillips-Goldenberg, Anna Cone, John Scaramucci, & Shannon Brines in attendance from WCCD.
  - b. Shanty Creek conference location – 1 more year in contract

- c. Date for 2025 conference coming out soon – going down to 1 conference per year
  - d. Megan Phillips-Goldenberg presentation on MCSFP went very well.
  - e. Brines facilitated panel for millage discussion, received good feedback.
  - f. Brines presented on agroforestry.
  - g. Great networking opportunities with staff and MDARD
3. Annual Meeting
- a. Door Prizes
    - i. Gabriel: Agricole and Garden Mill
    - ii. Weber: Green Things Farm Collective and possibly Argus
    - iii. Nolan: Possibly Chelsea Farm Supply and/or Dexter Mill
  - b. Will be assigning work to board directors in the coming weeks.
  - c. BOD Election
    - i. Brandon Henes and Patricia Denig are both running unopposed
    - ii. Matt Nolan announces he will be retiring from the Board.
4. Review 2025 Board Meeting Schedule
- a. Tentative and subject to change
5. County MOU for Millage
- a. Brines spoke with Nadene Berthiaume, MDARD Regional Coordinator, at MACD Conference – recommended John Switzer from MDARD answer Board’s question
  - b. Roberts to send a response to County via email (copy Brines) with request to amend MOU reports from calendar year to fiscal year

Notes:

- MDARD grants being sent to Board Chair for signature, not Executive Director
- Partnership with Growing Hope on tool bank is moving along. Board suggested branding WCCD tools in some way to indicate they’re provided by us (stickers).

**NEW BUSINESS**

1. Policies for BOD Approval- Use of Resolutions
- a. Resolutions shall be used going forward as they are much easier to track than monthly meeting minutes
  - b. Absentee Ballot Voting Policy (Phone and Email Requests)
    - i. Accepting phone and email requests for absentee voting moving forward
    - ii. Nolan motions to approve this policy, Gabriel seconds. All yays, no nay, no further discussion. Motion passes.
  - c. Holiday Pay for Part-Time Employees Policy
    - i. Part-time employees have set # of holiday hours and can split hours among holidays as desired
    - ii. This can be tracked through Paychex or spreadsheets
  - d. Mileage Policy
    - i. Recommend returning to old SOP for mileage reimbursement
    - ii. Potential stipend solution discussed, but not pursued
  - e. Nolan motions to approve resolution 2025-001 for all policies, Gabriel seconds. All yays, no nay, no further discussion. Motion passes. Needs to go to legal for review before being implemented.

2. Friends of WCCD
  - a. Jill Dohner approached by someone who wants to donate through a 501C3 to MiFarmLink.
  - b. Diversified funding
  - c. Subcommittee – Brines and Gabriel volunteer, recruit volunteers
  - d. Reach out to partners with 501c3 status
    - i. Roberts to consult: Grand Traverse CD, HRWC, Legacy, MACD, and/or HRWC
3. MAWG Grant
  - a. Memorandum - preliminary ask; if budget shrinks, deliverables should shrink too
  - b. Has potential to positively impact the budget
  - c. State of Michigan funding through Agricultural Climate Resiliency Competitive Grants Program
4. Planning Scenarios for Budget Adjustments
  - a. Organizational Structure
    - i. Election repercussions and funding concerns from staff regarding federally funded grants
      1. Contingency planning for worst case scenario
      2. Remaining transparent about possible outcomes
      3. Subcommittee: Brines and Weber volunteer
    - ii. Community Engagement Specialist discussion - branding and marketing

NEXT MEETING:

Special Board Meeting: Thursday, December 19th at 7:00pm.

**OATH OF OFFICE**

**ADJOURNMENT**: 9:35pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: \_



12/19/24

# Washtenaw County Conservation District

## Balance Sheet Comparison

As of November 30, 2024

	TOTAL	
	AS OF NOV 30, 2024	AS OF NOV 30, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
10100 Checking 4534	47,958.05	53,315.66
10200 Money Market 3789	49,674.13	53,362.79
10500 Petty Cash	263.83	326.59
10800 Certificates of Deposit		
10810 Certificate of Deposit 4374	0.00	6,851.33
10820 Certificate of Deposit 3891	0.00	6,990.27
<b>Total 10800 Certificates of Deposit</b>	<b>0.00</b>	<b>13,841.60</b>
10840 MI Class General Fund	123,475.70	95,787.15
10850 MI Class Reserve	258,768.31	303,160.45
10860 MI Class Capital	106,732.05	35,014.35
<b>Total Bank Accounts</b>	<b>\$586,872.07</b>	<b>\$554,808.59</b>
Accounts Receivable		
11000 Accounts Receivable	87,294.16	15,063.35
<b>Total Accounts Receivable</b>	<b>\$87,294.16</b>	<b>\$15,063.35</b>
Other Current Assets		
11120 Prepaid Expenses	0.00	0.00
11123 Prepaid Rent	0.00	0.00
12000 Undeposited Funds	0.00	0.00
14900 Uncategorized Asset	0.00	0.00
Shopify Carried Balances-1	0.00	
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$674,166.23</b>	<b>\$569,871.94</b>
Fixed Assets		
16100 Land Assets	3,258.00	3,258.00
16400 Fixed Assets		
16410 Furniture, Tools, Equipment	16,467.00	16,467.00
16900 Accumulated Depreciation	-13,043.00	-13,043.00
<b>Total 16400 Fixed Assets</b>	<b>3,424.00</b>	<b>3,424.00</b>
<b>Total Fixed Assets</b>	<b>\$6,682.00</b>	<b>\$6,682.00</b>
<b>TOTAL ASSETS</b>	<b>\$680,848.23</b>	<b>\$576,553.94</b>